

STATINTL

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Pers. 17

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56-3429

SEP 27 1956

Your letter of 21 September has been referred to me for reply in the absence of Mr. White.

It will not be necessary for you to come to Washington. Your letter is sufficient for us to process your resignation effective 1 October 1956.

If you wish to apply for a refund of your Civil Service retirement deductions, please complete and return the enclosed Application for Refund of Retirement Deductions to the Office of Personnel, 2430 E Street, N.W., Washington 25, D.C. Please do not send the form to the U.S. Civil Service Commission. The refund of retirement deductions is processed subsequently by the Commission and, when approved, will be paid directly to you by the Commission. It will take from one to three months to complete the processing.

There is also enclosed a self-explanatory Standard Form 55, Notice of Conversion Privilege, in connection with your coverage under the Federal Employee's Group Life Insurance Program.

Your address has been furnished to the Northwest Federal Credit Union so that your shares may be forwarded to you. If you prefer to leave your shares with the Credit Union until the end of the year in order to be eligible for the yearly dividend, please advise the Office of Personnel promptly.

If you have any further questions, I will be happy to hear from you. Best wishes for your success in your new employment.

Sincerely yours,

(signed) H. Gates Lloyd
H. Gates Lloyd
Acting Deputy Director

Enclosures

Distribution: O&I - Addressee
1 - OD/Pers

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1 - Subj File

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